

**CONFIDENTIAL**

18 JAN 1978

DD/A 78-0006/2

MEMORANDUM FOR : Acting Deputy Director of  
Central Intelligence

FROM : Michael J. Malanick  
Acting Deputy Director for Administration

SUBJECT : Coordination of Travel Abroad

REFERENCE : Presidential Memorandum, dtd 27 Dec 1977

1. (U) The referent memorandum directs the Heads of Executive Departments and Agencies to assure that travel abroad is properly coordinated with the Department of State, and designates the Executive Secretariat of the Department as the liaison point for such coordination.

25X1C

3. (U) If you approve this approach, we recommend that the attached memorandum be sent to the Deputy Directors, Director/NFAC and AO/DCI to assure that travel abroad is coordinated with the Central Cover Staff as early as possible to assure adherence to the time limits which are specified in the Presidential letter.

25X1A

Attachment

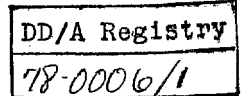
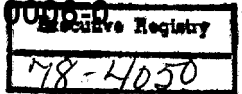
  
Michael J. Malanick

**CONFIDENTIAL**



DEPARTMENT OF STATE

Washington, D.C. 20520



January 15, 1978

TO: Distribution List

FROM: Peter Tarnoff  
Executive Secretary  
Department of State

SUBJECT: Notification of Foreign Travel

Following up on the President's memorandum of December 27 to the heads of executive departments and agencies, I am enclosing a standard form for your use in notifying this Department of travel by senior administration officials. The Department will do its best to respond to requests within five working days of receipt of notification.

If there is insufficient time to provide written notification, your office may give the required information by phone to the Office of the Director of the Secretariat Staff (tel. 632-0318). We ask, however, that you strictly limit these phone requests to those cases where time is insufficient to submit a written notification. Our Executive Secretariat will respond to you first by phone and then in writing using the attached form.

The Department will use interagency mechanisms whenever appropriate in reviewing these travel plans. In the case of proposed travel to the Soviet Union, the Department will refer the proposal to the Interagency Coordinating Committee for US-Soviet Affairs (ICCUSA) for interagency consultation as appropriate and for decision.

Attachments:

Standard Form  
Distribution List

Date \_\_\_\_\_

TO: Executive Secretariat  
Room 7241  
Department of State

FROM:

SUBJECT: Notification of Foreign Travel

Traveller:

Date:

Purpose of Travel:

Principal Topics:

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TO: (Name & Address of Requesting  
Agency)

Date \_\_\_\_\_

ATTN: (Name & Phone Number)

\_\_\_\_\_ The Department of State has no objection to this travel.

\_\_\_\_\_ Remarks:

\_\_\_\_\_  
Peter Tarnoff, Executive Secretary

<u>Defense</u>	<u>Adm. Thor Hanson</u> Military Assistant to the Sec.	695-5261
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INFO: Major Wilabee  
OAS/ISA, Pentagon, Rm. 4E821

Army, Navy, Air Force (Travel requests sent through Defense)

<u>Attorney General</u>	<u>Perry Adamson</u> Special Assistant to Att. Gen.	739-3991
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<u>Interior</u>	<u>Charles M. Parrish</u> Executive Assistant to Sec.	343-7357
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<u>USDA</u>	<u>Lee C. Corcoran</u> Executive Assistant to Sec.	447-5538
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<u>Commerce</u>	<u>Isabel Hyde</u> Executive Assistant to Sec.	377-2113
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<u>Labor</u>	<u>Paul Jensen</u> Executive Assistant	523-8231
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<u>HEW</u>	<u>Fred Bohen</u> Executive Assistant	245-9098
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<u>HUD</u>	<u>Donna Wolf</u> Director, Executive Secretariat	755-7654
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<u>Transportation</u>	<u>Linda Smith</u> Executive Assistant to Sec.	426-4277
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<u>Energy</u>	<u>Roger Colloff</u> Executive Assistant	456-2894
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<u>ACTION</u>	<u>James Duke</u> Executive Officer	254-7264
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Administrative Conference of the United States  
Joseph Scott  
Executive Director  
254-7020

AID  
Laura Kruezer  
Executive Secretary  
632-2994

-2-

American Battle Monument Commission

Major General Andrew J. Adams  
Secretary of Commission  
693-6094

Board of Governors of the American Red Cross

Edgar C. Good  
Special Assistant  
857-3344

Appalachian Regional Commission

James G. Bleckley  
Executive Assistant  
673-7822

CIA

Benjamin Evans  
Executive Secretary  
351-4301

Civil Aeronautics Board

J. Michael Roach  
Special Assistant  
673-5522

Civil Service Commission

James C. Spry  
Executive Assistant  
632-5556

Commission on Civil Rights

John A. Buggs  
Staff Director  
254-6644

Commission on Fine Arts

Charles Atherton  
Secretary  
566-1066

Commodity Futures Trading Commission

Donald Tendick  
Acting Executive Director  
254-3350

Community Services Administration

William Allison  
Deputy Director  
254-5590

-3-

Comptroller General of the United States  
John D. Heller  
Assistant to the Comptroller  
275-5534

Consumer Product Safety Commission  
Robert Verdisco  
Executive Assistant to the Chairman  
634-7740

Environmental Protection Agency  
Mary Ann Massey  
Executive Assistant  
755-2705

Committee for Purchase from the Blind and Other Severely  
Handicapped  
C. W. Fletcher  
Executive Director  
557-1145

Equal Employment Opportunity Commission  
Eve Wilkins  
Special Assistant to the Chairman  
634-6700

Export-Import Bank of the United States  
Matt Schaffer  
Special Assistant to the President  
566-4697

Governor of the Farm Credit Administration  
B. Ben Sunbury  
Special Assistant  
755-2146

Federal Communications Commission  
Frank Lloyd  
Administrative Assistant to the Chairman  
632-6336

Federal Deposit Insurance Corporation  
Lewis G. Odom, Jr.  
Deputy to the Chairman  
389-4208

Federal Home Loan Bank Board  
Owen B. Melton, Jr.  
Assistant to the Chairman  
377-6273

-4-

Federal Maritime Commission

Peter Wilkes

Executive Assistant to the Chairman

523-5706

Federal Mediation and Conciliation Service

John Grimes

Executive Assistant

653-5270

-5-

John M. Denkler  
Managing Director for Operations and Supervision  
Board of Governors of the Federal Reserve System  
Washington, D.C. 20551  
452-3243

Marjery Waxman Smith  
Executive Director  
Federal Trade Commission  
Washington, D.C. 20580  
523-3740

Francis T. Masterson  
Executive Director  
Foreign Claims Settlement Commission  
Washington, D.C. 20579  
653-6155

Walter Kallaur  
Assistant Administrator for Administration  
General Services Administration  
Washington, D.C. 20405  
566-1043

David H. Bigelow  
Executive Director  
Indian Claims Commission  
1730 K Street, N.W.  
Washington, D.C. 20006  
653-6174

Pierce A. Quinlan  
Managing Director  
Interstate Commerce Commission  
Washington, D.C. 20423  
275-7480

Lavonne Parker  
Personnel Exchanges Officer  
International Affairs Division  
National Aeronautics and Space Administration  
Washington, D.C. 20546 755-3900

Edmond L. Applebaum  
Director of the Administrative Department  
Library of Congress  
Washington, D.C. 20540  
426-5560



Charles H. Conrad  
Executive Director  
National Capital Planning Commission  
1325 G Street, N.W.  
Washington, D.C. 20576 (724-0174)

Harvey J. Baine, III  
Comptroller  
National Credit Union Administration  
2025 M Street, N.W.  
Washington, D.C. 20456  
254-9825

Paul Berman  
Director of Administration  
National Endowment for the Arts  
806 15th Street, N.W. (Shoreham Building)  
Washington, D.C. 20506  
(634-4811)

Victor Laughlin  
Director of Administration  
National Endowment for the Humanities  
806 15th Street, N.W. (Shoreham Building)  
Washington, D.C. 20506  
724-0308

Robert Volger  
Acting Executive Secretary  
National Labor Relations Board  
Washington, D.C. 20570  
254-9430

Roland K. Quinn, Jr.  
Executive Secretary  
National Mediation Board  
Washington, D.C. 20572  
523-5920

Eldon D. Taylor  
Assistant Director for Administration  
National Science Foundation  
Washington, D.C. 20550  
632-5710

Joseph Minton  
Acting Managing Director  
National Transportation Safety Board  
Washington, D.C. 20594  
426-8880

-7-

Lee V. Gossick  
Executive Director for Operations  
Nuclear Regulatory Commission  
Washington, D.C. 20555  
492-7511

Ruth O. Robinson  
Executive Director  
Occupational Safety and Health Review Commission  
Washington, D.C. 20006  
634-7940

Thomas M. Constant  
Secretary  
Panama Canal Company  
312 Pennsylvania Building  
425 13th Street, N.W.  
Washington, D.C. 20004

David F. Harris  
Chief Administrative Officer  
Postal Rate Commission  
Washington, D.C. 20268 (254-3880)

John Suker  
Director of Budget and Fiscal Operations  
Railroad Retirement Board  
Chicago Illinois 60611 (724-0121)

E. Richard Rhodes  
Director, Office of Administration  
Renegotiation Board  
Washington, D.C. 20446  
254-8266

Benjamin Milk  
Executive Director  
Securities and Exchange Commission  
Washington, D.C. 20549  
755-8111

Robert E. Shuck  
Acting Director  
Selective Service  
Washington, D.C. 20435  
724-0424

A. Vernon Weaver, Jr.  
Administrator  
Small Business Administration  
Washington, D.C. 20416  
653-6605

Kennedy Schmertz  
Acting Director, Office of International Programs  
Smithsonian Institution  
Washington, D.C. 20560  
381-5881

Lynn Seeber  
General Manager  
Tennessee Valley Authority  
400 Commerce Avenue  
Knoxville, Tennessee 37902  
852-3871

A.M. Christopher  
Executive Secretary  
United States Arms Control and Disarmament Agency  
Washington, D.C. 20451  
632-3708

Daniel Brown  
Chief, Executive Secretariat  
United States Information Agency  
Washington, D.C. 20547  
632-2994

Leo Eisel  
Director  
Water Resources Council  
Suite 800  
2120 L Street, N.W.  
Washington, D.C. 20037  
254-6303

Rufus Wilson  
Deputy Administrator  
Veteran's Administration  
Washington, D.C. 20420 (389-2817)

David H. Brown  
Special Assistant to Public Printer  
Government Printing Office  
Washington, D.C. 20401  
275-2958

Peter Connelly  
Deputy Director for Administration  
United States International Trade Commission  
Washington, D.C. 20436  
523-0187

EXECUTIVE OFFICE OF THE PRESIDENT

Mr. Peter Gould  
Special Asst. to the Chairman  
Council of Economic Advisers  
Wash DC 395-5084

Mrs. Velma B. Baldwin  
Asst. to the Director for Administration  
Office of Management and Budget  
Wash DC 395-4790

Mr. Tom Delaney  
Administrative Officer  
Council on Environmental Quality  
Wash DC 633-7003

Ms. Elizabeth Johnston  
Administrative Officer  
Office of Telecommunications Policy  
Wash DC 395-3606

The Hon. Barry P. Bosworth  
Director  
Council on Wage and Price Stability  
Wash DC 456-6466

The Hon. Peter G. Bourne  
Director  
Office of Drug Abuse Policy  
Wash DC 456-7120

Christine Dodson  
Executive Secretary  
National Security Council  
Wash DC 395-3723

The Hon. Frank Press  
Director  
Office of Science and Technology Policy  
Wash DC 395-1415

Nancy Dorman  
Executive Asst. to the Deputy Director  
Domestic Policy Staff  
Wash DC 456-6402

Mr. William Kelly, Assistant  
Special Representative for Trade Negotiations  
Wash DC 395-6127

Mr. Hugh Carter  
Special Asst. to the President for Administration

STATINTL

UNCLASSIFIED		CONFIDENTIAL		SECRET	
<b>OFFICIAL ROUTING SLIP</b>					
<b>TO</b>	<b>NAME AND ADDRESS</b>		<b>DATE</b>	<b>INITIALS</b>	
1	[REDACTED]		10 JAN 1978	[REDACTED]	
2				[REDACTED]	
3	Mr. Fitzwater		1-16-78	[REDACTED]	
4	SSA			[REDACTED]	
5					
6	Mr. Malanick			MSM	
<b>ACTION</b>		<b>DIRECT REPLY</b>		<b>PREPARE REPLY</b>	
<b>APPROVAL</b>		<b>DISPATCH</b>		<b>RECOMMENDATION</b>	
<b>COMMENT</b>		<b>FILE</b>		<b>RETURN</b>	
<b>CONCURRENCE</b>		<b>INFORMATION</b>		<b>SIGNATURE</b>	
<b>Remarks:</b> FYI: [REDACTED] tells me <sup>he</sup> called Ben Evans, per his request on attached note. lm  Please do not remove ticket					
<b>FOLD HERE TO RETURN TO SENDER</b>					
<b>FROM: NAME, ADDRESS AND PHONE NO.</b>				<b>DATE</b>	
UNCLASSIFIED		CONFIDENTIAL		SECRET	

STATINTL

	UNCLASSIFIED		CONFIDENTIAL		SECRET
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TO	NAME AND ADDRESS		DATE	INITIALS
1	DDA			
2				
3				
4				
5				
6				
<input checked="" type="checkbox"/>	ACTION		DIRECT REPLY	
	APPROVAL		DISPATCH	
	COMMENT		FILE	
	CONCURRENCE		INFORMATION	
				PREPARE REPLY
				RECOMMENDATION
				RETURN
				SIGNATURE

Remarks: We have someone phoned me on this. TARNOFF called me & DDO is to be handled via INR existing mechanism attached will apply to DCI & Principal Reporters

FOUR HERE TO RETURN TO SENDER

## Appr

AND PHONE ~~240~~

**DATA**

94: CIA-RDP81-00742A000700110006-0

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**SECRET**